


Excel® 2010 Advanced & Macros

Goal Seek

1. Select the formula cell.
2. Choose DATA, then WHAT-IF ANALYSIS  then GOAL SEEK.
3. In the SET CELL box, ensure the formula cell is specified.
4. In the TO VALUE box, specify what you would like the result of the formula to be.
5. In the BY CHANGING CELL box, specify which variable to change. [Click] OK.
6. When the result is found [Click] OK to accept the new result, or CANCEL to abandon it.

Saving Views


A custom view is a group of settings including window positionings, hidden rows/columns, view options such as zoom and gridlines, page setup, filters, and print setup.

1. Set up the worksheet in the way that you would like the view defined.
2. Choose VIEW, then CUSTOM VIEWS  [Click] ADD.
3. Name the view, and specify options. [Click] OK.

Showing/Deleting a View:

1. Choose VIEW, then CUSTOM VIEWS .
2. Select the view. [Click] SHOW or DELETE.

Defining Scenarios

1. Choose DATA, then WHAT-IF ANALYSIS  SCENARIO MANAGER.
2. [Click] ADD. Name the scenario, specify which cells will change, and add comments. [Click] OK.
3. Enter values for the changing cells.
4. [Click] OK. Or to define more scenarios, [Click] ADD. The previous CHANGING CELLS are retained, modify if desired.
5. [Click] CHOOSE to view the Scenario Manager.

Displaying a Scenario:

1. Choose DATA, then WHAT-IF ANALYSIS  then SCENARIO MANAGER.
2. Select the scenario name and [Click] SHOW.
3. When finished, [Click] CLOSE.


Hiding Columns, Rows or Sheets

1. Select the columns, rows or sheets to hide.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

To make the columns, rows or sheets visible again:

1. Select an area that includes the hidden columns or rows. For sheets you do not need to select anything specific.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

Restricting Cell Entry with Data Validation

1. Select the range you wish to restrict.
2. Choose DATA, then DATA VALIDATION .
3. On the SETTINGS tab, specify which values to allow into the cell by choosing the VALIDATION CRITERIA.
4. INPUT MESSAGE tab (optional): specify a message to appear when a cell with restrictions is selected.
5. ERROR ALERT tab (optional): specify a message to appear if an invalid entry is made. [Click] OK.

Highlighting Invalid Data

To circle cells that fail validation rules:

1. Choose DATA, then DATA VALIDATION  then DATA VALIDATION, then CIRCLE INVALID DATA.

Clearing Data Validation Circles

1. Choose DATA, then DATA VALIDATION  then CLEAR VALIDATION CIRCLES.

Data Consolidation

Use data consolidation to combine values from several ranges using functions such as SUM, AVERAGE, MAX, etc.


1. [Click] in the top left corner of the area where the consolidated results are to be placed. Data in this area will be overwritten.
2. Choose DATA, CONSOLIDATE .
3. Specify which calculation to perform on the data by choosing from the FUNCTION list.
4. [Click] the REFERENCE box, and select the first range of data, moving to another sheet if necessary. To select cells from another open workbook, use the Windows Taskbar or choose VIEW, SWITCH WINDOWS .
5. [Click] ADD.
6. Select the next range of data, and [Click] ADD. Repeat this step for additional ranges as required.
7. To have changes in the source ranges automatically update the consolidated data, [Click] CREATE LINKS TO SOURCE DATA (Source and destination must be on different worksheets).
8. [Click] OK.

To match data in different areas by headings:

1. To order or only include some headings, type them into the destination cells.
2. Follow steps 1-6 as above, making sure to include the headings of the data in your selection.
3. Indicate that the headings to match are in the TOP ROW and/or LEFT COLUMN. [Click] OK.

Conditional Formatting






1. Select the cells to format.
2. Choose HOME, then CONDITIONAL FORMATTING .
3. Select a conditional formatting type, then make a selection from commonly used rules. Or, select NEW RULE for all options.
 - Select the types DATA BARS, COLOR SCALE, or ICON SET to highlight cells based on their values.
 - For more options, such as hiding the data and only showing data bars or icons, select any formatting type, then MORE RULES.
4. If prompted, fill in specific settings, then [Click] OK.
5. To add more conditions and formats, repeat steps 1 to 4.

Clearing Conditional Formatting


1. Select the cells to be cleared.
2. Choose HOME, then CONDITIONAL FORMATTING  CLEAR RULES, then select an option.

Conditional Formatting Rules Manager

1. Choose HOME, then CONDITIONAL FORMATTING  then MANAGE RULES.
2. To see all conditional formatting on a worksheet, select the worksheet from SHOW FORMATTING RULES FOR.
3. Select a rule and [Click] EDIT or DELETE RULE as needed, or [Click]  or  to change the order in which the rules are applied.
4. Check STOP IF TRUE to prevent further conditional formatting if the rule is applied.

Creating a Workspace With Multiple Workbooks

To create a workspace which will load multiple workbooks in a specific window arrangement:

1. Open and arrange each workbook .
2. Choose VIEW, SAVE WORKSPACE .
3. Type the FILE NAME, choose a location, [Click] SAVE.
- To open a workspace, open the saved workspace file like any workbook.


Protecting/Unprotecting Worksheets

Protecting a worksheet prevents editing of cells (unless they are unlocked), and can also prevent other commands from being used.


- Turn on protection by choosing REVIEW, PROTECT SHEET . Select specific actions to permit. A password is optional.
- To access the protected area, choose REVIEW, UNPROTECT SHEET .

To Lock/Unlock Cells:

By default, all cells are locked (protected) when worksheet protection is turned on. To lock/unlock cells:

1. Unprotect the worksheet if necessary.
2. Select the cells where users will be able to enter data.
3. Choose HOME, then FORMAT  then LOCK CELLS.

Password Protecting Specific Cells

1. Choose REVIEW, then  ALLOW USERS TO EDIT RANGES.
2. [Click] NEW.
3. Enter a TITLE, select the (locked) cells to protect, and type a RANGE PASSWORD.
4. To allow/deny specific users access to modify cells:
 - a. [Click] PERMISSIONS, then ADD.
 - b. Type in a user or group, [Click] CHECK NAMES.
 - c. If the name matches multiple names, select from the presented list, then [Click] OK.(Note: Setting permissions for non-local users requires a domain controller.)
5. [Click] OK twice.
6. To add additional ranges, repeat steps 2-5, then [Click] OK when done.
7. Protect the worksheet (REVIEW, PROTECT SHEET).

Once the worksheet is protected, trying to edit a password protected cell will bring up a password prompt. Users specifically given access permissions will not get a password dialog box. Users specifically denied access require a password to edit the cells.

Keeping Part of a Worksheet Visible

Use freeze panes or splitting to keep parts of a worksheet visible while working on another part. You cannot have split and freeze panes on the same worksheet.

Freeze Panes

Use freeze panes to keep top rows or left columns always visible.

To freeze the first row or column, choose VIEW, FREEZE PAGES, then FREEZE TOP ROW or FREEZE COLUMN. Or,

1. Select the cell below and to the right of the rows & columns to be frozen.

- To freeze only rows, select a cell in column A.
- To freeze only columns, select a cell in row 1.

2. Choose VIEW, FREEZE PAGES , then FREEZE PAGES.

To remove freeze panes, choose VIEW, FREEZE PAGES then UNFREEZE PAGES .

Split Panes

To create separate scrollable areas, use split panes.

1. Select a cell that will be below and to the right of the split lines, then choose VIEW,  SPLIT. Or,

- To create a horizontal split, [Drag] the split box above the vertical scroll bar .

- To create a vertical split, [Drag] the split box to the right of the horizontal scroll bar .

2. [Drag] the split bar to reposition.

3. To scroll an area, select a cell in the area, then scroll as usual.

To remove a split, [Double Click] the split bar. Or, to remove all splits, choose VIEW,  UNSPLIT.

Microsoft Excel 2010 Study Guide Answers

**Shanti Dhulia, Alka Batra, Manjeet
Jauhar, Meera Aggarwal**



Microsoft Excel 2010 Study Guide Answers:

Microsoft Excel 2010 Data Analysis and Business Modeling Wayne Winston, 2011-01-07 Master the business modeling and analysis techniques that help you transform data into bottom line results For more than a decade Wayne Winston has been teaching corporate clients and MBA students the most effective ways to use Excel to solve business problems and make better decisions Now this award winning educator shares the best of his expertise in this hands on scenario focused guide fully updated for Excel 2010 Use Excel to solve real business problems and sharpen your edge Model investment risks and returns Analyze your sales team s effectiveness Create best worst and most likely case scenarios Compare lease vs buy and calculate loan terms See how price advertising and seasonality affect sales Manage inventory with precision Quantify the value of customer loyalty Calculate your break even number and ROI Maximize scheduling efficiency Express home field advantage in real numbers Project company growth predict election results and more Plus introduce yourself to PowerPivot for Excel Your companion web content includes Downloadable eBook Hundreds of scenario based practice problems All the book s sample files plus customizable templates

Study Guide for Practical Statistics for Educators Ruth Ravid, Elizabeth Oyer, 2010-04-16 The fourth edition of the Study Guide for Practical Statistics for Educators serves as a user friendly and accessible way for students to better understand review and apply the concepts introduced in its companion textbook Practical Statistics for Educators Ravid 2011 Since the first edition of this study guide came out in 1994 thousands of students in educational statistics courses and their professors have found it to be an excellent guide with clear and easy to follow instructions and examples The study guide allows students to reinforce and test their knowledge of the concepts addressed in each chapter of the textbook At the end of each chapter the best answer for each exercise is given along with an explanation for why the correct answer is better than the other choices New in this edition are accompanying Excel exercises so students may perform data analysis with this commonly used software using data available on the web based portal that accompanies the guide

Training Guide Mitch Tulloch, 2014 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities

Training Guide Installing and Configuring Windows Server 2012 R2 (MCSA) Mitch Tulloch, 2014-05-08 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop

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Experiencing MIS David

Kroenke, Deborah Bunker, David Wilson, 2013-09-20 Real World Lessons Excellent Support Whatever you do in business you will experience MIS What kind of experience will you have with MIS Will you understand how businesses use and need information systems to accomplish their goals and objectives and develop their competitive strategy By presenting real world cases Experiencing MIS helps you to experience MIS right now at university where you can exercise your enquiring mind and unlock the potential of information systems for business With an approachable easy to use and sometimes humorous attitude this text shows you how to become a better problem solver and a valued business professional Business Analysis

Certification Study Guide , **Microsoft SharePoint 2013 Planning for Adoption and Governance** Geoff

Evelyn, 2013-06-15 Deliver a successful SharePoint solution to your organization Take control of the complex requirements for delivering a SharePoint 2013 solution to your organization Led by a SharePoint MVP specializing in SharePoint service delivery you ll learn proven methods to help you prepare for a smooth adoption and governance process throughout the enterprise This guide is ideal for IT professionals including service delivery managers project and program managers and business analysts Discover how to Align your SharePoint solution with organizational goals and business priorities Engage executive sponsors stakeholders and SharePoint champions Provide detailed plans and schedules for an effective structured delivery Build a team with appropriate roles to match delivery requirements Prepare user adoption training and communication plans with clear business rules and policies Plan ongoing platform governance service releases and solution maintenance Build effective customer service models and provide SharePoint support *Proceedings of MAC 2017* group of authors, 2017-12-06 International Academic Conference on Education Teaching and Learning in Prague 2017 and International Academic Conference on Management Marketing and Economics in Prague 2017 and International Academic Conference on Transport Tourism and Sport Science in Prague 2017 *Altogether Book 5 Semester 2* Shanti Dhulia, Alka Batra, Manjeet Jauhar, Meera Aggarwal, Altogether 1 5 is a semester series consisting of a total of ten books two semester books per class Each book is divided into segments of English Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured *Business Statistics: Australia New Zealand with Online Study Tools 12 Mo Nths* Eliyathamby A. Selvanathan, Saroja

Selvanathan, Gerald Keller, 2016-11-02 Statistical data analysis is the backbone of sound business decision making and finding the right tool to analyse a particular business problem is the key By learning the fundamentals of statistical reasoning and data analysis you will be on the way to becoming a better manager analyst or economist By providing a framework for solving statistical problems this seventh Australian and New Zealand edition of Business Statistics teaches skills that you can use throughout your career The book shows you how to analyse data effectively by focusing on the relationship between the

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Altogether Book 4 Semester 2 Alka Batra, Shanti Dhulia, Saroja Srinivasan, Gayatri Moorthy, Kanchan Deshpande, Sheetal Chowdhury, Altogether 1 5 is a semester series consisting of a total of ten books two semester books per class Each book is divided into segments of English Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured

ICICKM 2016 - Proceeding of the 13th International Conference on Intellectual Capital Knowledge Management & Organisational Learning Scott Erikson, Helen Rothberg, Proceedings of the 13th International Conference on Intellectual Capital Knowledge Management Organisational Learning held at Ithaca College NY USA on 16 17 Septemeber 2016

Introductory Statistics for the Behavioral Sciences Joan Welkowitz, Barry H. Cohen, Robert B. Ewen, 2010-06-08 A comprehensive and user friendly introduction to statistics now revised and updated Introductory Statistics for the Behavioral Sciences has had a long and successful history and is a popular and well respected statistics text Now in its sixth edition the text has been thoroughly revised to present all the topics students in the behavioral sciences need in a uniquely accessible format that aids in the comprehension and implementation of the statistical analyses most commonly used in the behavioral sciences Using a continuous narrative that explains statistics and tracks a common data set throughout the authors have developed an innovative approach that makes the material unintimidating and memorable providing a framework that connects all of the topics in the text and allows for easy comparison of different statistical analyses New features in this Sixth Edition include Different aspects of a common data set are used to illustrate the various statistical methods throughout the

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Current Treatment of Cleft Lip and Palate Ayşe Gülşen,2020-03-25 Non syndromic cleft lip and palate patients have the most common congenital anomalies that affect the middle and lower part of the face and which impair aesthetic integrity These anomalies also affect basic functions such as hearing speaking chewing and breathing Treatment of patients with cleft lip and palate requires multidisciplinary teamwork The cleft child should be followed and treated by a team of experts from different disciplines who work well together Although cleft surgery orthodontic treatment and speech therapy are the main disciplines each of the other branches maxilla facial surgeon otolaryngologist speech therapist pediatric dentist psychologist nurse etc are also very important In this book we wanted to present the reader with the experiences and knowledge of some of these disciplines This book also includes information on the quality of life of children with this anomaly and anesthesia evaluation which is very important for the cleft surgery

JITOC Paper 1 Book 2024 : Language & General Knowledge (English Edition) - Jharkhand Industrial Training Officers Combined Examination - 10 Practice Mock Tests EduGorilla Prep Experts,2023-06-16 Best Selling Book in English Edition for JITOC Jharkhand Industrial Training Officers Combined Examination Paper 1 Language General Knowledge Exam with objective type questions as per the latest syllabus JITOC Jharkhand Industrial Training Officers Combined Examination Paper 1 Exam Preparation Kit comes with 10 Practice Mock Tests with the best quality content Increase your chances of selection by 16X JITOC Jharkhand Industrial Training Officers Combined Examination Paper 1 Exam Prep Kit comes with well structured and 100% detailed solutions for all the questions Clear exam with good grades using thoroughly Researched Content by experts

Innovations in Computer Science and Engineering H. S. Saini,Rishi Sayal,Aliseri Govardhan,Rajkumar Buyya,2019-06-18 This book includes high quality peer reviewed research papers from the 6thInternational Conference on Innovations in Computer Science Engineering ICICSE 2018 held at Guru Nanak Institutions Hyderabad India from August 17 to 18 2018 The book discusses a wide variety of industrial engineering and scientific applications of the emerging techniques and offers a platform for researchers from academia and industry to present their original work and exchange ideas information techniques and applications in the field of computer science

Skills Development for Business and Management Students Kevin Gallagher,2013-02-21 Today s graduates are required to be well equipped in professional skills study skills and emotional competency This textbook is specifically written for business management students to help them identify and focus on the specific skills relevant to their area of study and future careers

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